



Job Posting

Position Title: Director of Office for Civil Rights, Staff Attorney

Reports To: General Counsel

Location:

Tennessee Department of Education
Andrew Johnson Tower, 9th Floor
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

- Serve as the director for the TDOE office for civil rights by:
 - Ensuring the department's activities conform to all federal and state civil rights law, rules and regulations.
 - Providing technical assistance and training to department of education staff and local education agencies (LEAs) and other stakeholders on civil rights compliance.
 - Investigating civil rights complaints filed by students and parents against LEAs and ensuring they are conducted and resolved in compliance with state and federal law.
 - Assisting English as a second language (ESL) coordinator in working with local education agencies on civil rights compliance in regards to limited English proficient (LEP) students
 - Submitting annual Title VI and Title IX reports on behalf of the department of education
- Assist the TDOE human resources director by investigating workplace harassment complaints and creating and updating department policies.
- Provide support to the TDOE school safety office by conducting bullying training for LEAs.

- Serve as the constituent services coordinator for the office of general counsel by responding to parent telephone calls, emails and letters.

Qualifications:

Mandatory: Tennessee license to practice law.

Preferred: Previous experience in the field of employment law, education law, or civil rights law

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to cheryl.rudy@tn.gov.

Pursuant to the State of TN's policy of non-discrimination, the Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.